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U. S. DEPARTMENT OF AGRICULTURE  
AND STATE AGRICULTURAL COLLEGES  
COOPERATING



STATES RELATIONS SERVICE  
OFFICE OF EXTENSION WORK  
WASHINGTON, D. C.

## THIS LOOKS GOOD

### FIVE PRINCIPLES OF EFFECTIVE WORK.

Miss Rose D. Briem, Extension Specialist in Office Organization and Management of the Illinois Agricultural College, has worked out the chart given below. There is much in the suggestions involved in Miss Briem's unique presentation that has direct application to county agent work.

Plan	Schedule	Execute	Measure	Reward
To plan right-ly you must know:	The schedule of work must be:	The work must then be executed:	The work accomplished must be measured as to:	If work is accomplished effectively you should be rewarded with:
1. What work is to be done.	1. Definite.	1. Skilfully.	1. Your potentiality.	1. Success in your work.
2. How to do it.	2. In harmony with other work.	2. Accurately.	2. Your past records.	2. Self development.
3. When to do it.	3. Difficult to accomplish.	3. Rapidly.	3. Past records of others in your field.	3. Happiness.
4. Where to do it.	4. Possible to accomplish.	4. Without unnecessary delay.	4. Quality.	4. Health.
5. How fast it can be done.	5. Rigidly kept.	5. Without unnecessary effort.	5. Quantity.	5. Money.

In commenting on these principles Miss Briem says:

"You have probably heard that time is money, but have never realized how much money. If improvements in methods of work are followed which save only one minute per hour worked, 1.6 per cent of your time or wage is saved. during one year, a minute per hour would mean 40 hours, or nearly one week. Five minutes per hour would mean 8.2 per cent of time or wage saved. This

would equal 200 hours or 1 month. Ten minutes per hour would mean 16.6 per cent or 400 hours, or nearly two months.

"At first sight these statistics seem startling. One month of effective work added to a year, without working any more or any harder means much in accomplishment for the Farm Advisor.

"Not to be overlooked is the point that work done under efficient conditions is more easily done than work under haphazard methods and there is the additional satisfaction of greater accomplishment and progress.

"If you are crowded for time or have too much to do, put the Five Principles to work for you."

: County Agent Section :  
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